

Printing to the MFDs using Adobe Reader

For colour, choose Student Colour
(20p per page)

If you need help, just ask a
Computer Assistant

The image shows a screenshot of the Adobe Reader print dialog box. The 'Print' button is highlighted in orange. The 'Page Sizing & Handling' section is expanded, showing 'Size' as 'Multiple' and 'Fit' as 'Fit'. The 'Document Options' tab is selected, showing 'Job Type' as 'Normal Print', 'Paper' as 'A4 (210 x 297 mm) - White', '2-Sided Printing' as '2-Sided Print', and 'Finishing' as 'No Finishing'. The 'Driver Defaults' section is also visible. The background shows a document page with a QR code and the text 'Quick Tour of The McCloy Library'.

Go to Document Options to print multiple pages on each sheet

Default is 2-Sided Print – can change to 1-Sided Print

You can add staples & hole punching
(click Multiple Finishing for both)



ITQUB